



Family Handbook 2017

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Welcome

Camp STAR Angelina is designed as an all-inclusive recreation program for youth and young adults ages 5-22 of all abilities. Our main focus is to provide opportunities for campers to integrate, be physically active, improve social skills and have fun.

This is a six-week summer day camp offering three, two week sessions. Sessions run Monday – Friday July 5 – August 11 from 9-3pm. The program is located at Camp STAR Angelina is located on the outskirts of Forest Park on 300 Trafton Rd. Springfield, MA 01108. Activities include swimming, arts & crafts, sports, games, nature, field trips, stage shows, theme days and much more.

Application Information

Each camper is required to have their own individual camp application and health/medical forms completed and returned to the Recreation Office: 200 Trafton Road, Springfield MA 01108.

Camper acceptance letters will be sent home notifying you of any balances left on the account or missing information from the application. A camp calendar and a food schedule will also be sent home.

Camp Fees and Payment Schedule

Camp STAR Angelina fees include daily activities, lunch, snack, camper t-shirt, field trips & transportation for Springfield residents if needed. The rates for Camp are kept as low as possible and therefore we will not be offering sibling discounts or scholarships for the 2017 summer program. Receipts will be sent home once they are put into the system.

A **\$50 deposit** per camper is due at the time of Registration & the remaining fees are to be paid in full BEFORE each session your camper(s) attends:

Session	Session Dates	Spfld Resident Fees	Non-Spfld Resident Fees	Fee Paid in Full Due Dates
Session 1 only:	Wed July 5 th – Fri July 14 th	\$200	\$400	Fees due by Mon June 26
Session 2 only:	Mon July 17 th – Fri July 28 th	\$200	\$400	Fees due by Mon July 10, 2017
Session 3 only:	Mon July 31 st – Fri August 11 th	\$200	\$400	Fees due by Mon July 24, 2017
All 3 sessions (6 weeks):	Wed July 5 th – Fri August 11 th	\$600	\$1,200	Same as above

Camp fees may be paid in installments using Cash, Check or Money Order by the due dates listed above. Checks and money orders must be made payable to:

City of Springfield/CSA

Fee Example:

Camper	Session Attending	Total Camp Fees	Payment Schedule
Camper A	Session 1 Only	Total Fees: \$200	-\$50 Due with application -\$190 due by Monday June 26, 2017
Camper B	Session 2 Only	Total Fees: \$200	-\$50 due with Application -\$250 due by Monday July 10, 2017
Camper C	Session 3 Only	Total Fee \$200	-\$50 Due with application -\$250 Due by Monday July 24, 2017
Camper D	Attending All Sessions (1, 2, & 3)	Total Fees: \$600	-\$50 Due with application -\$150 due by Monday June 26, 2017 -\$200 Due by Monday July 10, 2017 -\$200 Due by Monday July 24, 2017

What to Bring to Camp

Your camper's name should be on everything he/she brings to camp. Camp STAR Angelina is not responsible for lost or stolen items. Please understand that we spend a lot of time outdoors and we encourage our campers to play - your camper may not come home as clean as he or she left - Do not dress your camper in clothes that cannot get dirty.

Items to bring to camp: Bathing suit, towel, water bottle, sunscreen, comfortable shoes with backs (i.e. sneakers), flip flops/water shoes for pool area, weather appropriate clothes, and backpack.

Items that should stay home: Money, jewelry, expensive items, iPods, cell phones, toys, glass bottles, soda, energy drinks, candy, electronic toys, and anything that could be considered a weapon.

Camp Program Information & Schedule:

Campers will be assigned to a group based on their age and will travel to all activities with their group. The staff to camper ratio is 1:5. If a camper requires additional attention please mark it on their application and you can call Krista at 413-787-7779 to discuss any concerns you may have.

The Camp STAR Angelina daily schedule is:

Time	Schedule
9:00 am	Campers Arrive at Camp STAR Angelina
9:00-9:20 am	Opening Circle
9:20-10:25am	Activity Block 1
10:30-11:25 am	Activity Block 2
11:30 am -12:15 pm	LUNCH
12:20-1:20 pm	Activity Block 3
1:25-2:25 pm	Activity Block 4
2:30 -3:00pm	Closing Circle
3:00 pm	Camper Dismissal

Special Days

Every day at camp is filled with activities and excitement and some days are extra special! Special Day programs are activities around a theme where the whole camp participates together!

Day of Week	Special Day	Description
Motivation Monday	Opening Campfire	Intro to each week's theme
2 nd Tuesday	Camp Photo Day	2 nd Tuesday of each session campers wear Camp shirts for group photos
Theme Thursdays	Each Thursday of camp	Special Afternoon programs based on the theme of week
Fun Fridays!	Each Friday of Camp: 1 st Friday – Camp Spirit Day 2 nd Friday – Camper Stage Show and Awards	1st Friday – Camp Spirit Day: this can range from a cookout, s'more, swimming and special activities. 2nd Friday of each session is our closing which can include a camper talent show, camper awards and slideshow.

Camp Themes

Each week of camp will have a different theme with activities and programs that incorporate the theme. A camp calendar will be sent home before each session with theme and special days:

Session	Week	Theme
Session 1	Week 1	Patriotic Week
Session 1	Week 2	Superhero Week
Session 2	Week 1	Water Week
Session 2	Week 2	Disney Week
Session 3	Week 1	Sports & Games Week
Session 3	Week 2	Anything Goes week!

Field Trips

If a field trip is scheduled then a permission slip will be sent home. Please fill it out and send it back to camp. Camp shirts must be worn on field trip days or camper cannot attend. Camp will be closed on field trip days so please plan accordingly if camper cannot attend the trip.

Pool Information

All campers will complete a swim test on the first day of camp with the Camp STAR Angelina lifeguards. If your camper needs adaptive equipment or assisted swimming devices (personal floatation device, swimmies, life-jacket) please bring to camp on the first day your camper attends. Camp STAR Angelina has a zero-entry pool designed for swimmers of all abilities.

Transportation

Transportation can be provided to and from camp for Springfield residents if needed. Camp STAR Angelina contracts with a bus company to provide busing to camp. Camper Bus assignments and routes will be determined 1 week before a camp session begins. Please be mindful that bus times are tentative and can be altered due to traffic or other pick-ups. We ask that you are patient with us and the buses for the first week of each session. Your camper should return home between 3:15-4:00pm. The bus stop for your camper must remain the same for both pick up and drop off at the address provided on the camp application. A parent/guardian must be present at bus stop for pick up and drop off. *If a camper is not met at the bus drop off by a parent or guardian and then returns to Camp STAR Angelina - a \$15 late fee will be charged.*

Parents and guardians are welcome to provide their own daily transportation if preferred. Non-Springfield resident campers will need to provide their own daily transportation. Campers should arrive at 9:00 am and be picked up at 3:00 pm at Camp STAR Angelina (300 Trafton Rd, Spfld, 01108).

Bus Rules (please discuss with your camper(s) the following:

- All campers must remain seated while the bus is in motion
- Campers should keep aisles clear for safe passage by keeping bags under the seat or on their lap.
- No food or drink is to be consumed on the bus.
- Do not stick gum under the seats.
- All campers must follow directions given by the bus driver.
- Be respectful and courteous to all passengers. We do not accept any type of bullying. If consistent behavior issues occur then transportation can be revoked.

Lunch/Snack

Camp STAR Angelina provides a lunch and snack daily for each camper. Campers may bring additional snacks and water. Campers are encouraged not to bring soda or energy drinks. If your camper has a specific diet or food allergies please inform the Camp Director, as a lunch from home may need to be arranged. If campers have allergies or dislikes, feel free to pack a lunch from home.

Rainy Day Policy

Camp is held rain or shine. If rain is expected, we will relocate to CYR Arena in Forest Park. Camp Directors will make this decision in the morning and the bus company will be notified. If you are transporting your camper please call camp for more information about changes. (413-787-7779).

Pick up & Release Policy

Camp STAR Angelina will only release a camper to a person identified on the camper's application and staff members will ask for an ID. Campers must be signed out. In the event of a friend or relative is not listed on the form then a parent/guardian should call or provide written documentation. Please understand that this is to ensure your campers safety.

Medication Administration Policy

All medication must be administered by the camp nurse and can only be given if the proper forms are **completed by your Doctor**. Your camper will not be accepted if we do not have the completed medication forms. ***Campers who are sick or infectious cannot be sent to camp. A parent or guardian will be informed if a camper becomes sick while at camp and the camper will have to be picked up.***

Medications will only be administered under the following guidelines:

- Prescription medication must be in its original container with the camper's name, address, and dosage instructions listed.
- All forms must be completely filled out including signature and date.
- All medication is secured within a locked area. Medication that requires refrigeration will be placed on a labeled shelf in the staff refrigerator.

Emergency Policies

Our nurse staff will respond to any illness or injury that arises during camp hours. For any illness that requires treatment; parents/guardians will be notified to pick up their camper. If parents cannot be reached, the person listed for the emergency contact will be contacted.

In case of an emergency that require immediate medical treatment, the following steps will be taken:

1. An ambulance will be called
2. Parents/guardians will be notified
3. Staff member will accompany the camper to the hospital and remain there until a parent/guardian arrives

Abuse & Neglect Policy

We have a zero tolerance for abuse and neglect. If a camper comes to camp with obvious signs of neglect or abuse (soiled clothing, multiple cuts, bruises, bumps etc), the camp directors will immediately investigate by contacting the parents to report and then gather more information. Then the City's Law Department will be contacted with any suspected abuse cases and it will continue through the chain of command. The camp shall cooperate in all official investigations of abuse and neglect.

Behavior Management Policy

Discipline and guidance will be consistent and based on an understanding of the campers needs. WE want to have fun but we need to make sure it's a safe environment for all campers. Campers need to follow directions and listen to staff. Therapeutic Head Recreation Leaders will document any behavior issues which get sent to the camp directors. If the behavior consists or staff is unable to diffuse a situation, parents/guardians will be called. Consistent foul language, verbal or physical abuse will not be tolerated.

Visiting Camp

Parents/guardians are always welcome to visit but must be accompanied by camp staff at all times. Please check-in with the Camp Directors on site. Families are encouraged to attend the last day of the camps session for talent show, awards and slideshow0 see camp calendar for dates.

Parents / Guardian Suggestions & Questions

Your feedback is important to us at Camp STAR Angelina. If you have any questions, concerns or comments please feel free to call us at any time. If your camper is having a difficult time at camp please notify us so that together we can form a solution. If no one is available please leave a message and your call will be returned.

Contact Information

Krista Stott
Therapeutic Recreation Specialist
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(413) 787-7779

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Therapeutic Recreation Coordinator
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